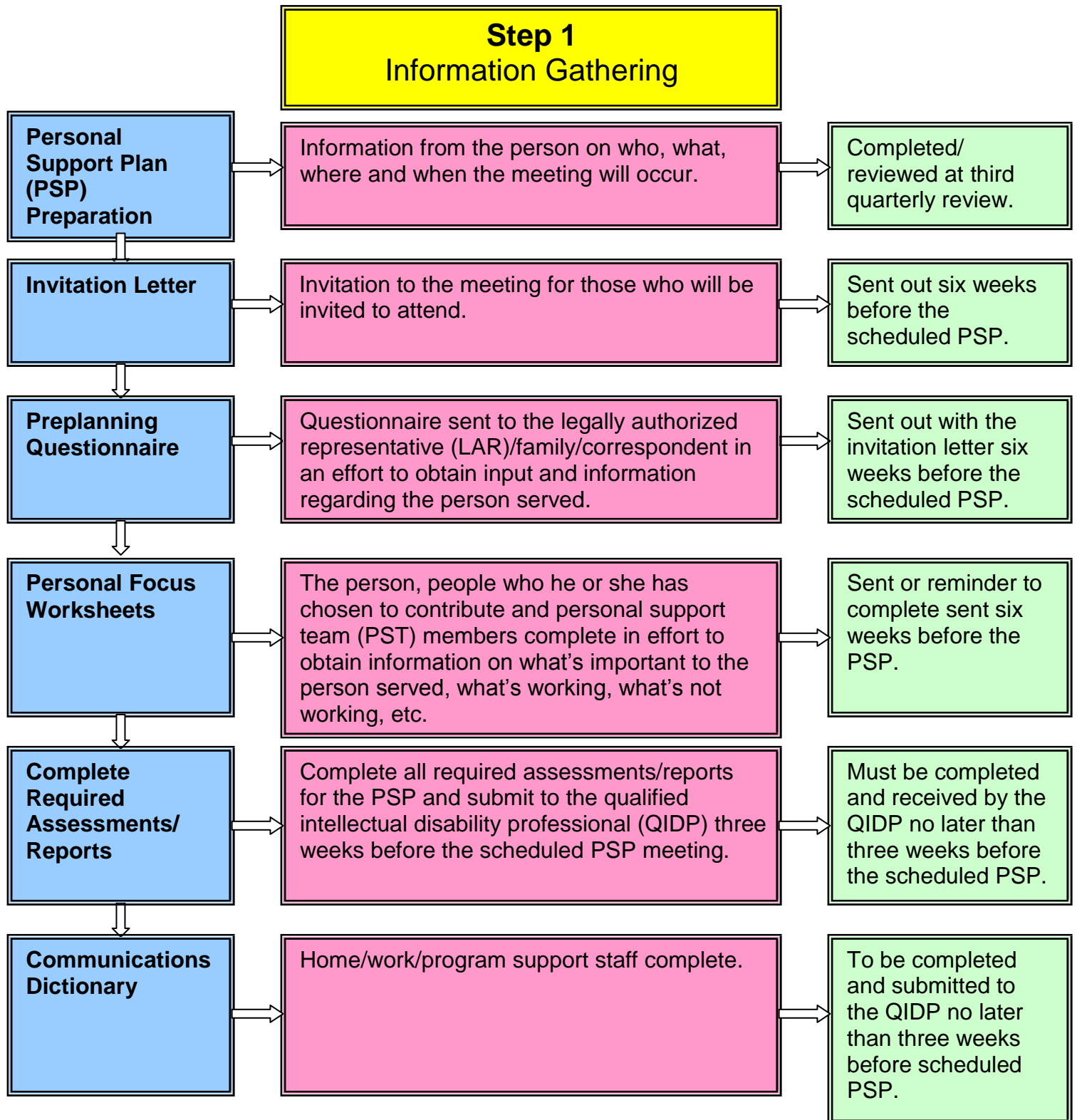
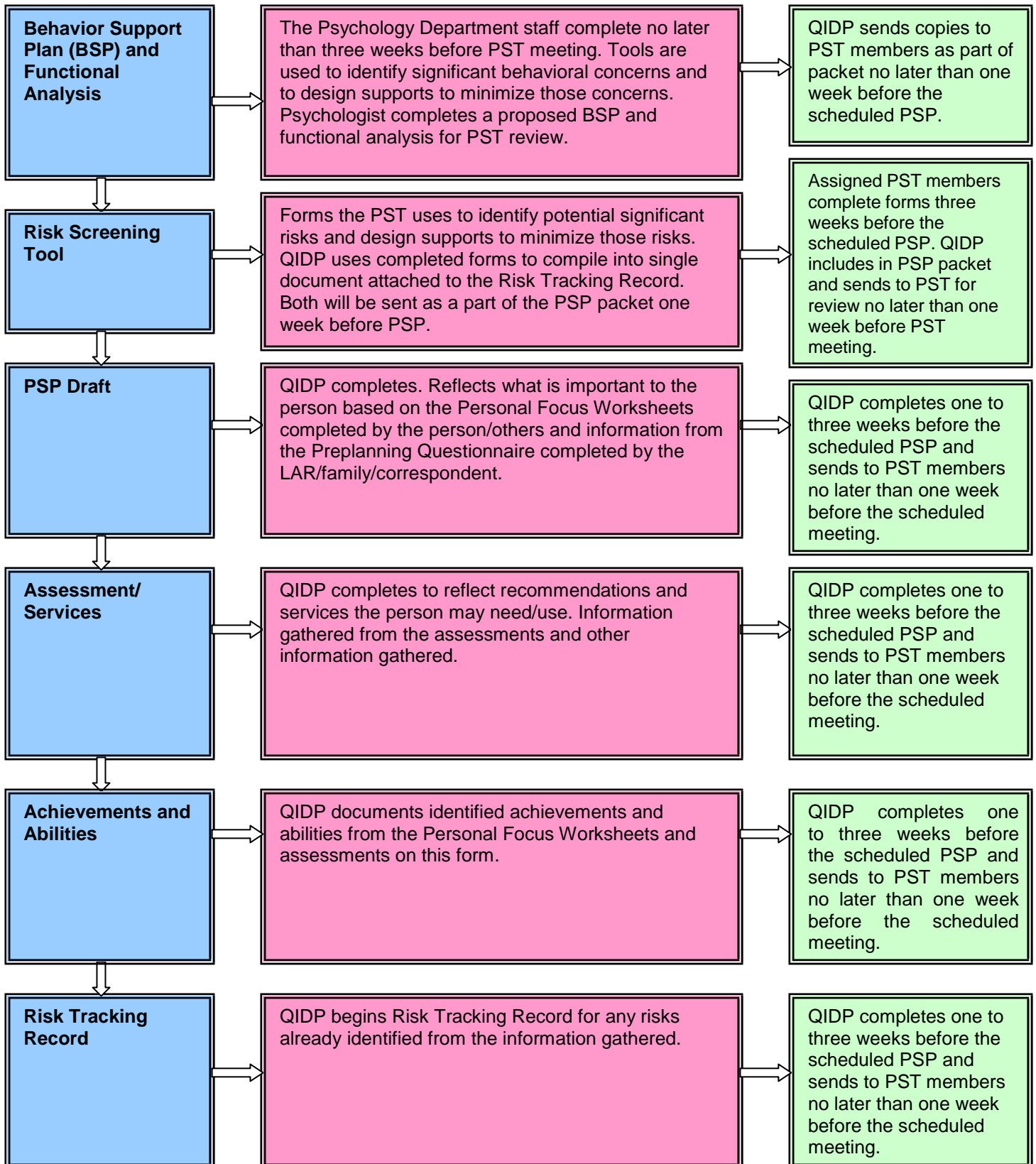


Tool II

Time Line Steps for Personal Support Planning



Step 2 Preplan Development/QIDP Coordination



Step 2 - Continued Preplan Development/QIDP Coordination

Distribution of the following: PSP Draft, Assessment/ Services, Achievements/ Abilities, Risk Record, BSP, Functional Analysis

QIDP distributes completed PSP assessments for review to the PST, family and any additional people requested to attend the PSP meeting. Team members should review documents before meeting and plan to discuss at the meeting if needed.

Sent out no later than one week before the scheduled PSP for PST review.

Additional Assessments

The QIDP may request additional assessments, if needed, based on the information and assessments gathered and reviewed to this point. Team members should review documents before meeting and plan to discuss at the meeting if needed.

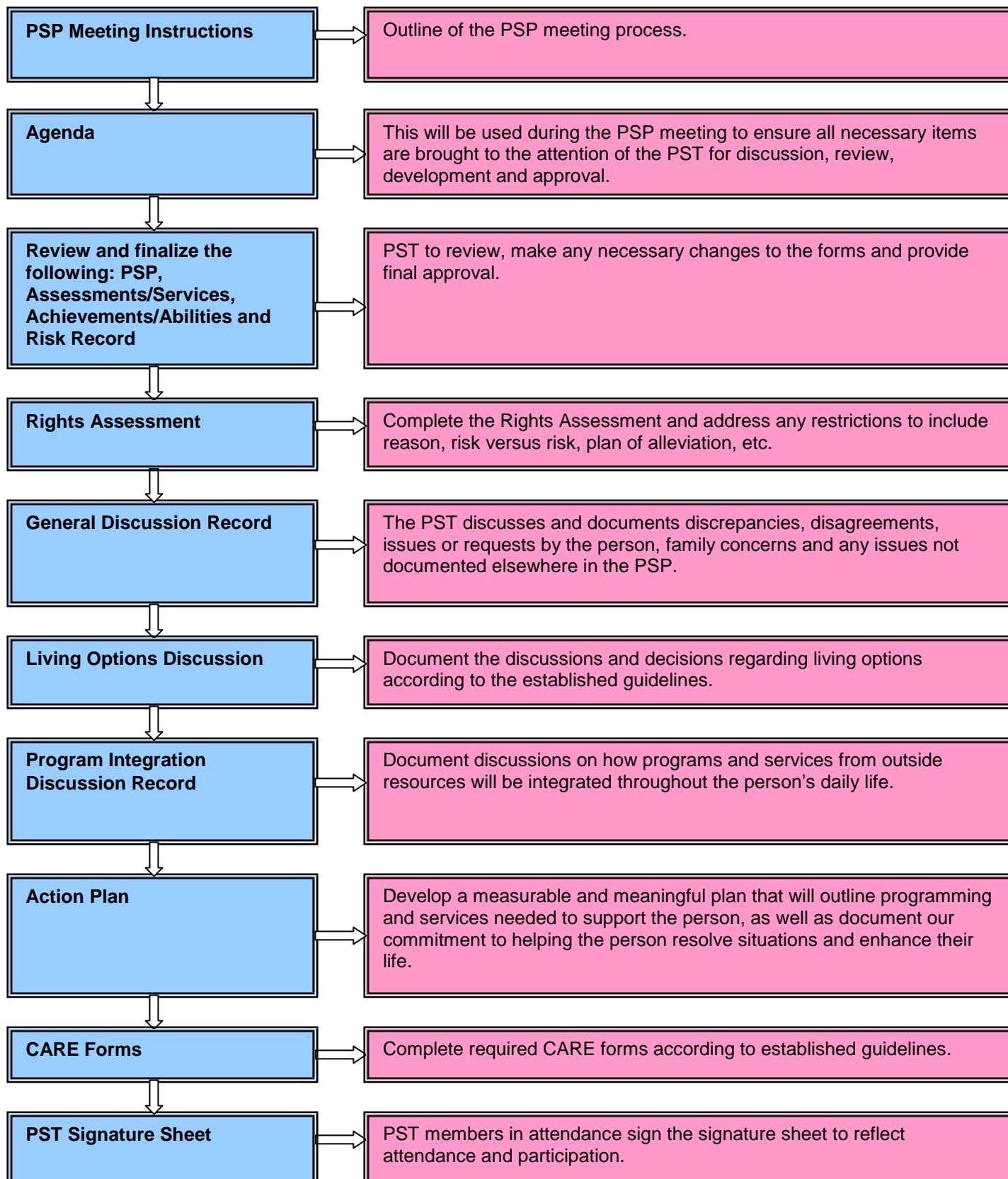
As the need arises.

Proposed Agenda

QIDP develops the agenda to be sent out for PST review one week before the scheduled PSP.

QIDP completes one to three weeks before the scheduled PSP and sends to PST members no later than one week before the scheduled meeting.

Step 3
Personal Support
HELD WITHIN 365 DAYS OF PREVIOUS PSP



Step 4

Implementation

Implement Action Plans – Implement and put in place all services, programs, protocols, etc., developed at the PSP meeting.

Program Implementation – within five days of PSP.

Finalized PSP document in the record within 30 days of PSP.

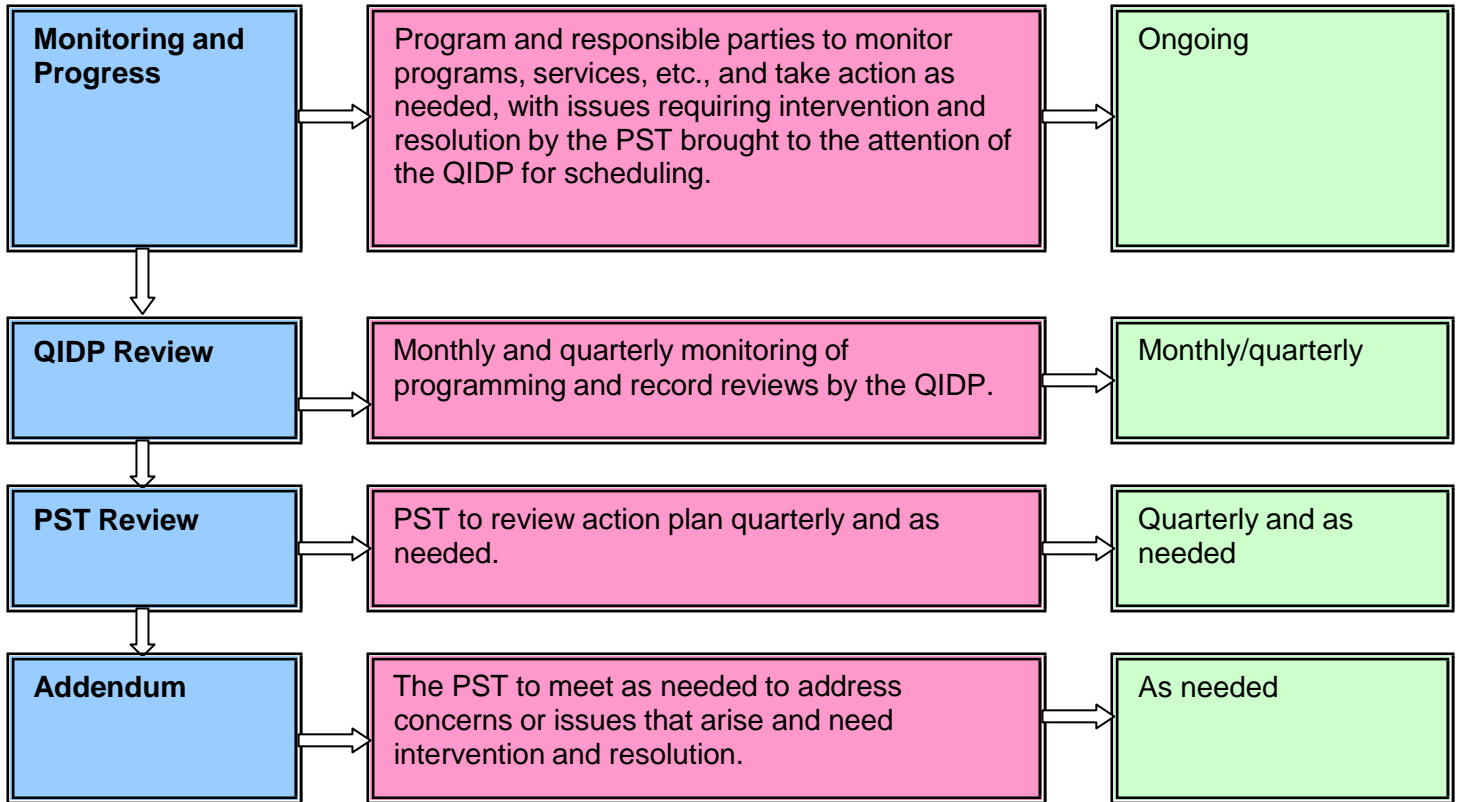
CARE form – as per established guidelines.

Rights Assessment – submitted for Human Rights Committee approval within five days.

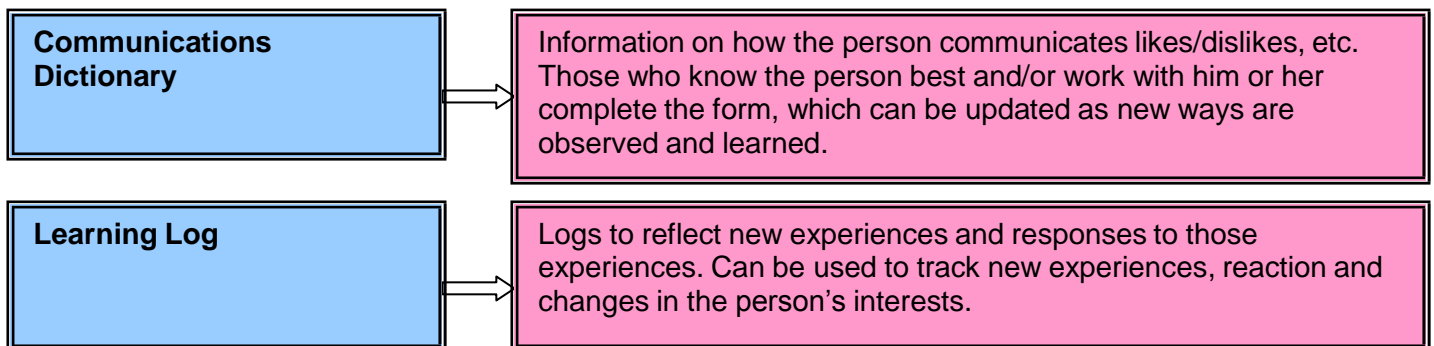
Distribute Communications Dictionary within five days.

Consents per facility guidelines.

Step 5 Monitoring/Revision



Tools



References

- ICF Regulations
- Essential Elements
- Texas Administrative Code
- Minimum Guidelines